

**Division of Assessment Implementation**  
**DAC Monday Email for December 30, 2002**

**Question of the Week!**

**Q:** Is it ethical to have students do a graphic organizer for prewriting on the open response questions and then hand those in at the end of the test for a grade?

**A:** Collecting graphic organizers for the purpose of giving grades would be in violation of the Kentucky Board of Education regulation, 703 KAR 5:080 Administration Code for Kentucky's Educational Assessment Program. Below are specific quotes from the Administration Code that apply to this situation.

"Test Administrators shall destroy any notes, rough drafts or scratch paper produced by students during testing immediately after each testing session or at the end of the testing day, ensuring that no test item is compromised." In this case, a graphic organizer is a prewriting activity and should be treated the same as a rough draft.

"Teachers may not assign grades to student responses based on specific content area evaluations that require creating a specific scoring guide or making the student responses available to support the assigned scores." The purpose of this requirement is to prevent information on live test items from being made public. If student answers are read in detail, the content of the test item could be determined. Having these responses around the school building as grades are being assigned and recorded would be problematic. A graphic organizer could contain very item specific information, though not in the detail of the final response, that may compromise test security.

It is acceptable to have on a good faith effort checklist points or checks for doing prewriting before answering. The graphic organizer would count as a prewriting task and could be included toward a good faith effort, if the school desires. It cannot however be taken up, handed over to another teacher, and graded.

**Assessment Meetings Scheduled**

Listed below are the dates and places for the assessment meetings. You may attend any of the meetings that best fit your schedule. Please contact Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394) to register. She will need the following information: DAC name, names of any others attending, district, and location/date. This year we will be placing materials on the web in advance of the meetings. The meetings will then focus more on your questions, concerns and trouble-shooting. An agenda will be sent later with approximate times.

Feb. 11 - Ashland Plaza Hotel  
Feb. 12 - Jenny Wiley State Park  
Feb. 13 - Natural Bridge State Park  
Feb. 18 - Lake Barkley State Park  
Feb. 19 - Bowling Green Holiday Inn  
Feb. 20 - Pine Mountain State Park  
Feb. 25 - General Butler State Park  
Feb. 26 - Elizabethtown Howard Johnson  
Mar. 5 - Frankfort History Center

**Administration Code Training**

If you have district personnel in need of Administration Code training as the result of an allegation, they may register for a training session at KDE. The first training date is January 15 from 12:30-3:30 PM. It will be held in the 18th Floor Conference Room of the Capital Plaza Tower, 500 Mero Street, Frankfort. To register, send the names of individuals to Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394). When that session is full, we will schedule additional ones.

**Appeals**

Schools, who have new performance judgments as a result of the adjusted scores now on the web, will have until January 2, 2003 to file an appeal (extended from January 1, 2003 because of the holiday). The appeal procedures are the same as those for the regular appeal process.

**HAPPY NEW YEAR!**

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